KSIS POINTS OF CONTACT

KDE frequently sends notifications and alerts to districts. Ensure your district receives these important communications by keeping your Point(s) of Contact up-to-date. You can view the contact list here. Send any needed changes to Becky Jenkins.

Teaching Method and Instructional Setting Indicators

It is important to ensure that all courses have the correct "Teaching Method" and "Instructional Setting" indicators selected. This data is used to evaluate course teaching methods and successful use of credit recovery methodology. Recent changes to the list of "Teaching Method" indicators are explained in the *KSIS and More Newsletter* (January 2013) Lead report update, p. 3. Please ensure that these codes are properly set in your district. Teaching Method codes are listed below.

01: Direct Instruction	*New* 14: Credit Recovery – Digital Learning Provider
02: 3rd Party Contract	*New* 15: Transitional Course – KDE Curriculum
New 10: Digital Learning Provider	*New* 16: NAF Academy Course
New 11: Dual Credit – District Offered	*New* 17: NAF Academy Dual Credit – District Offered
New 12: Dual Credit – College Offered	*New* 18: NAF Academy Dual Credit – College Offered
New 13: Credit Recovery – Direct Instruction	*New* 19: District Provided Self-Study

In addition, "Instructional Setting" must be indicated. Options include: 01 Onsite Classroom, 02 Offsite Vocational, 03 Offsite College, 04 Home/Hospital and 05 Online.

An ad hoc report, "LEAD Invalid Teaching Method," is available for districts to assist with identifying courses that must be updated. This report highlights courses with invalid teaching method codes; however, each district has the responsibility to ensure that all codes are valid and are used correctly. The report can be found in the state-published folder (PATH: Ad Hoc Reporting | Filter Designer | State Published or Ad Hoc Reporting | Data Export | State Published).

Given the interest in this area, the list of "Teaching Methods" and "Instructional Settings" could expand further for the 2013-14 school year.

Updates to FRAM: Eligibility Import Wizard and Eligibility Report

The Free and Reduced Application Management (FRAM) Eligibility Import Wizard was updated (2/6/2013) with the E.1302 release pack. To comply with the new FNS-742 form issued by the USDA, this update requires indication of the source of direct certification (i.e., KTAP, SNAP, Medicaid, etc.) when creating a new FRAM record. **Beginning July 1, 2013, any point of sale (POS) data export file must contain the source of direct certification to properly interface with IC**. Detailed information on this update was provided in a mid-February e-mail to food service directors and KSIS points of contact. Food service directors were requested to forward this correspondence to their POS vendor to ensure their compliance with this new requirement.

This update also included several enhancements to the FRAM Eligibility report. You now can choose to show or hide State Exclude students, select to show the local or state student identifier, and export reports in PDF or CSV format. The report contains additional student-level data for identification, including date of birth and grade level. Food service directors and district staff suggested these enhancements. Please direct any questions on this enhancement and its effect on food service to Brad Blunt (Brad.Blunt@education.ky.gov) of the Division of School and Community Nutrition.

End of Course Assessments … be ready!

End of Course (EOC) Assessments are required for students enrolled in English II, Algebra II, Biology and U.S. History. The table below provides applicable state course codes. Four new ad hoc queries have been created to verify rosters for the required EOC assessments. The queries will pull multi-subject/multi-grade courses and can be found in the State Published folder – EOC Algebra II Rosters, EOC Biology II Rosters, EOC US History Rosters and EOC English II Rosters.

Course Codes for EOC as Defined by KDE
(Updated February 2013)

English II

230110 – English 2

230162 – Pre-IB English 2

*230190 – Multi-Subject/Multi-Grade English Language Arts

Biology

302601 – Life Science/Biology 1

302602 – Biology II

302611 – Biochemistry

302613 – Microbiology

302614 – Ecology

302623 – IB Environmental Systems

302643 – Pre-IB Biology

302644 – IB Biology 2

302645 – IB Biology 3

302646 – AP Biology

302680 – AgriBiology

302685 – Agriscience

302698 – Intro Biology with Earth/Space Science

303010 – Astrobiology

303091 – Integrated Science I

303092 – Integrated Science II

303093 – Integrated Science III

*303090 – Multi-Subject/Multi-Grade Science

302603 – Honors Biology *(New)*

302618 – Medical Science *(New)*

Algebra II

270234 – Algebra 2 (Middle School for High School Credit)

270235 – Algebra 2 (Middle School for High School Credit)

270311 – Algebra 2

270312 – Honors Algebra 2

270313 – Accelerated Algebra 2

270314 – MST Algebra 2

270702 – Integrated/Applied Mathematics 2

270703 – Integrated/Applied Mathematics 3

*270690 – Multi-Subject/Multi-Grade Mathematics

270704 – Integrated/Applied Mathematics 4 *(New)*

US History

450809 – U.S. History Survey

450812 – United States History 2, Modern American

450814 – American History, Advanced Placement

450878 – Contemporary U.S. History

450879 – Advanced U.S. History

*459890 – Multi-Subject/Multi-Grade Social Studies

* EOC exam required for students receiving credit for English II, Biology, Algebra II or U.S. History.

Reminders

Student Enrollment

- **ALWAYS** use Student Locator to enroll new students. (If Student Locator is down, enter a support ticket and wait for assistance.)
- If you are enrolling a student that you know is coming to your district from another Kentucky school district and you are unable to find the student in Student Locator, **do not create a new student record**. This will create duplicate student records and cause numerous data problems. To resolve the issue:
    - First, contact the losing district to check spelling of the student's name, DOB, SSID number, etc.
    - If you are still unable to find the student in Locator, contact Steve Young or Samantha Engstrom to see if the student's record exists in State Edition.
    - Finally, if necessary, enter a campus support ticket for assistance to properly enroll the student.
- Follow enrollment data standards and best practices for entering student data. Data standards for enrollment can be found here.

Census Wizard

When adding a new household in Infinite Campus, use the Census Wizard instead of Add Household. Census Wizard takes you through a three-step process to assemble the household, add members to that household and modify relationships. For more information on using Census Wizard, go to the Knowledge Base in Campus Community or contact Samantha Engstrom at District Support, (502) 564-5279.

Enrollment Data Standard

The Enrollment Data Standard has been updated to provide guidance on consistent data entry for better matching of student records. Inconsistent data entry creates system errors that require district staff to spend time researching and resolving issues. Recent examples are the many errors following the upload of assessment data into Infinite Campus. The majority of those errors were due to the inability to systematically match names. For a copy of the Enrollment Data Standards, go to http://education.ky.gov/districts/tech/sis/Pages/KSIS-Data-Standards.aspx and select "Enrollment." The standards are effective immediately and include the following updates:

Last Name – The last name given to a student at birth or legal court documents, as indicated on their birth certificate, social security card or passport, or through a legal name change; such as adoption or marriage certificate. If a student has dual last names, whether hyphenated or not, both last names should be entered in this field. **NO PUNCTUATION, including hyphens/dashes or apostrophes, should be used even if it appears on the birth certificate or other legal documentation**. **Recommended best practice**: When a student's last name contains the last name of both parents, questions arise over the order of entering the last names. Based on common practice, KDE suggests listing the father's last name first and the mother's maiden name as the second last name. When enrolling students with dual last names, district personnel may need to search the Student Locator on both last names separately or in combination to locate the correct student. When reviewing the results of the search, the user can hover over the names to see the district where the student was last enrolled to help identify the correct student.

First Name – The first name given to a student as indicated on their birth certificate, social security card or passport, or through a legal name change; such as adoption or marriage certificate. The first name should contain the proper first name of the student, including dual first names such as Anna Maria. Please do not use nicknames here. **NO PUNCTUATION, including hyphens/dashes or apostrophes, should be used even if it appears on the birth certificate or other legal documentation**.

Middle Name – The middle name given to a student as indicated on their birth certificate, social security card or passport, or through a legal name change; such as adoption or marriage certificate. If a student does not have a middle name, it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter. If a female student is married, it is acceptable to put the maiden name in the middle name field. If a student has more than one middle name, please place both names in the middle name field. **NO PUNCTUATION**; **including hyphens/dashes or apostrophes, should be used even if it appears on the birth certificate or other legal documentation**.

Note: Even though this field is not required within Infinite Campus, it is important to include the middle name if available since it is used for properly identifying and matching students, e.g., John James Smith vs. John Paul Smith.

Infinite Campus Learning Tools

Infinite Campus has a new website link that focuses on learning tools available to Campus users. Please share this information with local users to ensure they know what tools are available to enhance their overall understanding and use of the system.
http://media.infinitecampus.com/public/learn/Explore/LearnCampus/story.html

Kindergarten Prior Settings Tab

Districts that piloted the BRIGANCE Kindergarten Screen for the 2012-13 school year must keep the documentation regarding a child's prior setting on file. A custom tab is being created in Infinite Campus to allow districts to enter the data. The tab is expected to be ready in July 2013. Districts will receive detailed guidance to enter the data into the tab when it is available.

Gifted and Talented Data Verification

In May 2013, districts will be asked to verify their Gifted and Talented (GT) data. Numerous errors dealing with incorrect Primary Talent Pool (PTP) records have been identified. Eligibility for PTP is limited to students in kindergarten through 3rd grade; any PTP record in which the student is not in one of these grades is incorrect. **The only Gifted and Talented records in Infinite Campus that should have an end date are those where the student is no longer eligible due to a grade level of 4th grade or higher.**

To enter a PTP end date for a student, calculate the last date the student was in 3rd grade. For example, if John Smith is now in 7th grade but still has a PTP record, the district should place an end date of June 1, 2009, on his record. For further explanation of correct data entry for GT records, please go to http://education.ky.gov/specialed/gt/pages/gifted.-and-talented-resources.aspx.

Teacher/Student Data Link

In Kentucky, the connection of student data to the correct teacher is essential when considering student growth as part of teacher effectiveness as required by the Elementary and Secondary Education Act, No Child Left Behind Waiver (ESEA, NCLB). Teachers should verify that their rosters in Infinite Campus are correct. Teachers also will be asked to verify the information in the Continuous Instructional Improvement Technology System (CIITS). Teachers can indicate that the roster is not correct in CIITS, and the CIITS roster manager is notified. The CIITS roster manager can modify rosters in Infinite Campus (IC), which will populate CIITS with the corrected information.

The Center for Educational Leadership and Technology (CELT) is conducting the Teacher/Student Data Link (TSDL) Project, funded by the Bill & Melinda Gates Foundation, with guidance and dissemination support from the Data Quality Campaign (DQC). This project is a cross-state, collaborative effort focused on developing a best-practice framework for a "Teacher of Record" (TOR) definition and business processes for collecting and validating linked teacher and student data.

Purpose of Connecting Teacher and Student Data Links:

- Allow the identification of the primary teacher(s) for a subject/course/program and track his or her contributions to student achievement.

- Identify professionals who contribute to a student's learning and track their contribution to the student's achievement.

- Plan professional development tailored to student outcomes and specific academic standards, objectives and pedagogy.

- Assess the effectiveness of professional development using student-outcome data.

- Assess teacher-preparation programs across colleges, universities and other program providers using student-outcome data.

- Better identify instructional practices and programs, and determine their effectiveness in increasing student achievement.

- Support accountability growth models based on longitudinal data that can link contributions to student outcomes to multiple teachers, programs and schools over time.

- Identify highly effective teachers to be used as mentors and coaches for collaborative support of others.

For additional information, go to the CELT TSDL website at www.celtcorp.com/TeacherStudentDataLink.aspx or the KDE Web page at http://education.ky.gov/teachers/HiEffTeach/Pages/Student-and-Teacher-Links.aspx.

CIITS News
you can use!

March 2013

CIITS News, a supplement to the *KSIS & More* newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

ISSUE ESCALATION

1. Verify data is correct in Infinite Campus.
2. Contact CIITS Help Desk: (855) 435-7459 or ciitshelp@schoolnet.com.
3. If not resolved, contact the KETS Service Desk: ketshelp@education.ky.gov.

COMING SOON!

Additional data soon will be loaded to CIITS including:
- updated Growth scores
- Explore and PLAN scores
- Explore and PLAN accountable school, exempt status and estimated range
- secondary enrollments
- behavior
- EPSB/credential ID

The new assessment reports also will be available soon.

Continuous Instructional Improvement Technology System

UNBRIDLED LEARNING

EVERY CHILD
PROFICIENT & PREPARED FOR SUCCESS
KENTUCKY DEPARTMENT OF EDUCATION

Data Quality in Campus Leads to Data Availability in CIITS

- **E-mail addresses** must be unique. In cases where the parent is a school employee, do not use the parent's school e-mail address for the student.

- **Principal and superintendent setup** must be correct with e-mail addresses in the District or School Information pages. Additional roles and permissions are not required for superintendent or principal.

- **User roles** must be set up correctly in Infinite Campus for a user to access and use CIITS. Click here for instructions to create roles and permissions through Campus.

- **Teacher rosters** in Infinite Campus must be correct for teachers to have the correct listing of students in their CIITS classroom module. If a student is not in CIITS, the student cannot take part in formative testing used in the classroom.

- **Duplicate Course/Section IDs** in Infinite Campus cause a problem when loading data to CIITS. Duplicate course/sections are combined to form one class in CIITS, making it difficult for either teacher to use the classroom module for their unique group of students. If issues of this type are found, one of the two section numbers must to be changed to a unique number.

- **Calendar structure names** must be unique within each school. Districts must use a naming convention that ensures there are no duplicate calendar structure names. Duplicate calendar structure names will cause missing student information and course and section mismatch. This is an issue only if a school has multiple calendar structures.

Other CIITS Notes

- **New Key Performance Indicators (KPI)** reflect K-PREP assessments data. MAP and Discovery Education Assessment (DEA) data are still available and can be accessed through Pre-formatted Reports. Click here for directions.

- **Roster Verification role** is available in Campus; however, do not assign this role at this time. SchoolNet is manually entering users for the field test districts. This will be used in the 2013-2014 pilot of the Educational Development Suite.

Student Voice Update

Professional Growth and Effectiveness System (PGES) field test schools will pilot the Student Voice component in early March. Students will access the Student Voice Survey through the Infinite Campus Student Portal. Infinite Campus will aggregate data and provide a file to CIITS/ Educator Development Suite.

More information about Student Voice implementation is available online at http:// education.ky.gov/teachers/HiEffTeach/Pages/Student-Voice-Survey.aspx.